

Assurance Council



MINUTES

12/14/10

10:30

COMITIUM

MEETING CALLED BY Bruce Chrisman

TYPE OF MEETING Fermilab Assurance Council

FACILITATOR Bob Grant

NOTE TAKER M. Tolian

ATTENDEES	B. Chrisman	B. Grant	A. Filak	B. Boroski
	C. Conger	D. Carlson	G. Leonard	G. Bock
	L. Hill — by phone	K. Van Vreede	N. Grossman	T. Miller
	R. Ortgiesen	V. White	S. Henderson	B. Brooks
	N. Weed	J. Cotton		

Agenda topics

- Inquire Concerning Any New Management Issues
- Discuss Draft Policy on Policies
- Discuss Contract Mapping Project
- Discuss the CAS Implementation Schedule

DISCUSSION

No new management issues.

Policy on Policies –

N. Grossman mentioned that some policies do not need an annual review. Suggestion was made to add an expiration date similar to the DOE orders to each policy as they are updated.

D. Carlson – “Policy” needs to be defined. Are policies only to be at the Lab-wide level and everything underneath be termed a “procedure?” It was decided that D/S/Cs should still be able to use the term “policy.” Also suggested it be called “Laboratory Policy Guide” rather than “Director’s Policy Guide.”

B. Chrisman wants it to be clearly stated who owns (controls) each policy. There needs to be a distinction between FRA & Lab policies.

B. Brooks feels the procedure for writing policies may be too restrictive – will send an example to G. Leonard to be reviewed.

Some discussion on the handout regarding the process to modify the Policy Manual, and also the document control numbering system, which needs to be implemented Lab-wide, but before a decision is made in creating a numbering system, B. Chrisman wants to run ideas past V. White for her input.

ITEMS FOR FOLLOW-UP

B. Chrisman to discuss doc control numbering system with V. White.

SPECIAL NOTES OR HANDOUTS

All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:

<http://www.fnal.gov/directorate/AC/index.html> **NOTE** – New web address for meeting minutes, effective 10/7/10.